

AUDIT COMMITTEE ACTION SHEET

25TH JUNE 2012				
Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
6	Certification of Grant Claims and Returns 2010/11	Update to be brought to the first Audit Committee meeting following the September claim returns.	C Everett / K Feather	To be brought to Audit Committee in December.
7	Report on Internal Audit (WAO)	Following the failure to fill one of the vacant audit posts, CE and KF to discuss with DW and the result to be communicated to the Chair and Vice-Chair then brought to the next meeting. Report on items deferred from the plan to be brought to next meeting.	D Webster D Webster	Discussion took place. Updated plan to allow for some extra resource and reductions to some projects included in the papers for this meeting. Paper provided to this meeting.
8	Risk Management Update	To consider possible refinements to the use of RAG status, including suggestion of up & down arrows.	C Everett / K Armstrong	To be considered as part of the updated Risk Strategy, to be brought to the committee in December.

25TH JUNE 2012

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
10	Final Reports & Performance Indicators	<p>DW to provide written response to PW query on process if any adverse data is flagged up by Equifax and how this is acted upon.</p> <p>A report is made to a future meeting with suggested new Performance Indicators. DW to report back to the committee following concerns on the late implementation date (April 2013) on Traffic Management Act - p.115</p>	<p>D Webster</p> <p>D Webster</p> <p>D Webster</p>	<p>Response given to July meeting.</p> <p>Report given to July meeting. Now in operation, Appendix D in Progress Report.</p> <p>Response given to July meeting.</p>
11	Operational Audit Plan & Recommendation Tracking	That the Audit Committee recommend that Cabinet consider the level it wishes to be involved in the use of consultants; Officers to raise with Cabinet	G Owens / C Guest	To be taken to Cabinet in October 2012.

25TH JUNE 2012

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
		<p>That a report be made back to the Audit Committee including more detail on the constraints for the appointment and on the remit and monitoring of consultants to help give assurance that proper procedures are in place; and</p>	C Guest	<p>Interim procedures provided to the Audit Manager in time for the July meeting, see July action 3.</p>
		<p>That a report be made to the July 2012 meeting with a draft new format report for consideration.</p>	D Webster	<p>Report presented to the July committee.</p>
		<p>Page 137 - DW to clarify wording on 'external audit reliance' for future reports.</p>	D Webster	<p>Wording changed in the Operational Plan.</p>
		<p>Future reports to include details of concerns for the committee to focus on.</p>	D Webster	<p>To be completed in reports to committee from December 2012.</p>

17TH JULY 2012

Agenda Item No.	Report	Action Required	Responsible Officer	
3	Minutes of Previous Meeting	<p>That the Internal Audit Manager circulate to the Committee the interim procedures on monitoring of consultants;</p> <p>That the Internal Audit Manager provide clarification on any 'significant changes in financial performance' of companies reported by Credit Safe; and</p> <p>That the RAG status be reviewed for refinements and proposals brought back to the Committee at a future meeting.</p>	<p>D Webster</p> <p>D Webster</p> <p>C Everett</p>	<p>Interim procedures circulated on 20th July.</p> <p>Clarification provided by e mail on 20th July – we receive information from Creditsafe on all changes.</p> <p>To be considered as part of the updated Risk Strategy, to be brought to the committee in December.</p>

17TH JULY 2012

Agenda Item No.	Report	Action Required	Responsible Officer	
4	Draft Statement of Accounts	<p>p.9 Cllr Bateman's query on reason for increased amount for vehicles, plant, furniture & equipment. GF agreed to respond separately.</p> <p>p.73 Vice-Chair's query on what was being done about increase in rent arrears.</p> <p>p.55 AD Waste - Chair requested an update on the company's liquidation.</p>	<p>G Ferguson</p> <p>C Everett</p> <p>K Feather / G Ferguson</p>	<p>This was subsequently dealt with at the end of the meeting on 17th July.</p> <p>To be shared with the Vice Chair on his return.</p> <p>A written response will be provided to the Chair prior to the meeting.</p>

17TH JULY 2012

Agenda Item No.	Report	Action Required	Responsible Officer	
5	Annual Governance Statement	<p>That the Annual Governance Statement attached to the Statement of Accounts be approved subject to two amendments:</p> <p>(a) To clearly indicate at the start the five sections; and</p> <p>(b) The first sentence under Section 2 to be amended to reflect the involvement of staff and other resources.</p>	P Evans	AGS updated for the two amendments. To be presented to Council on 25 th September.
6	Statutory Guidance on the Local Government (Wales) Measure 2011	<p>That Mr Huw Lloyd Jones of WAO meet with CE & KF to discuss value for money.</p> <p>A report to be brought back in the Autumn on the relative roles of the Audit Committee and the Corporate Resources Scrutiny Committee in relation to the Financial affairs of the Council, following the LG measure.</p>	<p>C Everett / K Feather</p> <p>K Feather</p>	<p>Discussion took place with WAO at the quarterly regulatory meeting on 6th August. This will be the subject of further discussion as the Council's approach to VFM is developed.</p> <p>A report will be made to the next meeting of the Audit Committee, following discussion with the Chair and Vice Chair of both committees.</p>

17TH JULY 2012

Agenda Item No.	Report	Action Required	Responsible Officer	
8	Report Format	<p>That the new format and level of information provided in the report be accepted subject to further ongoing review.</p> <p>Final Reports - to reinstate 'manager responsible' column.</p> <p>Operational Plan - to define the different types referred to. Also column titles to be repeated where table continues to next page.</p> <p>Recommendation Tracking - to include column & footnote for auditor's comment on non-implementation and to include reference numbers of reports. Cross-reference p.177-179 with p.197 - DW to re-insert information taken out.</p>	<p>D Webster</p> <p>D Webster</p> <p>D Webster</p>	<p>Actioned.</p> <p>Actioned.</p> <p>Actioned.</p>